



Laridae



**Community Interest Company
Director Recruitment Pack**

Who are Laridae CIC?



Laridae CIC stands for Liverpool Advocacy Rights Information Development and Equality Community Interest Company.

We are a social enterprise founded in 2012 by members of staff of 'Liverpool Advocacy Rights Hub', an information and signposting service operated by Liverpool Citizen Advocacy from 2010-2013.

In early 2013, using our knowledge and experience of delivering a successful service, we were awarded the tender to provide the 'Information' component of the brand new Healthwatch Liverpool contract.

In 2015, we teamed up with LCVS to bid for the new Healthwatch Liverpool contract which joined up the 'Information' and 'Scrutiny' parts of the Healthwatch Liverpool services (previously commissioned separately).

In 2018, our contract to provide the Healthwatch Liverpool service was extended for a further two years and was expanded to incorporate the Independent NHS Complaints Advocacy Service (ICAS) and additional social care public engagement work.

We are one of the fastest growing organisations in Liverpool's voluntary sector. Since 2012 we have gone from having 1 member of staff to 18 members of staff in 2019. Our staff are our biggest asset and we're very proud of what we've achieved together over the past 6 years.

Now it's time to plan for the future of the company making sure that we do the best we can for everyone in Liverpool, our staff and our partners.

Laridae is the name of the family of seabirds to which seagulls belong



Our Values



Empowering People - Making voices heard

We're passionate about helping people to speak up about the issues that are important to them. We work to put people at the heart of decisions being made about local health and care services.



Caring

We care about the people we help. Our person-centred approach gives everyone the time and space they need.



Improving wellbeing

We are committed to doing what we can to improve people in Liverpool's wellbeing.



Committed to Equality

We believe that everyone in Liverpool should be treated equally and included in decisions about changes to local services.



Collaborative

We work together with partner organisations to extend our reach and help more people in Liverpool.

Why become a Laridae CIC Director?



By volunteering your time as a Laridae Director you will be:

Joining a team of passionate and talented people;

Using your knowledge and experience to help Laridae to be the best it can be;

Putting your time and energy into an organisation that exists to help local people and to improve health and care services in Liverpool;

Helping us make the biggest impact we can with our resources;

Meeting our staff and volunteers to learn about the great work that we've done since we were formed;

Gaining experience of running a growing social enterprise

Doing something you can be proud of

Helping to shape our strategy over the coming years

How much time will you need to give?

To be a Laridae director, you'll need to be able to commit, on average, about half a day per month to doing the following kinds of things:

- Coming to meetings
- Coming to sub-committee meetings
- Prep for these meetings
- Reading documents
- Visiting our service
- Coming to Board development and planning days

It's really important that you don't just reserve time for meetings, but for prep and reading, too. We need you to come to our meetings all ready and willing to contribute to our discussions and to learn about the different parts of our work.

Our meetings tend to take place in the late afternoon, usually from about 4pm.

What does being a Director involve?



As one of our directors, it'll be your job to help us make sure we're doing what we say we will to the best of our ability and in a fair and timely manner.

Being a director is a big job – and a responsible one. Our directors have legal responsibilities for the running of Laridae CIC, a limited liability company. Things like being legally responsible for the company's records, accounts and performance.

We want you to be able to use your expertise – whether that's lived experience or professional experience – to keep us moving in the right direction.

We will make sure that you receive a full induction into the role so that you will get to know the organisation and become familiar with our current areas of work. You will receive ongoing support from the management team and your fellow directors. There will also be opportunities for training and development in your role as a director as and when you need it.

If you are interested in becoming a Laridae director, read the role description and person specification on the following pages and if you like the sound of it, get in touch.

At the moment there are four Laridae directors - three of whom are current members of staff.

As the organisation has grown, we want to increase the depth and diversity of the board, creating a more independent body to oversee our future development.

Role Description



ROLE:	LARIDAE COMPANY DIRECTOR
RESPONSIBLE TO:	BOARD OF DIRECTORS
KEY RELATIONSHIPS:	BOARD OF DIRECTORS, CHAIR, CHIEF EXECUTIVE AND, WHERE APPROPRIATE, THE MANAGEMENT TEAM

Main responsibilities

Along with your fellow directors, you'll share responsibility for overseeing Laridae's activities, and direction, making decisions reasonably and carefully and acting in line with our values.

1. It will be your role to work with your fellow directors, the Laridae Chief Officer and, where needed, other senior Laridae people to make sure:
 - Laridae has a clear vision and strategy;
 - we've got the plans we need in place to support what we're trying to achieve;
 - we've got the systems in place to monitor and review our achievements;
 - we're always looking for ways we can improve what we do.
2. Along with the other directors/directors, you'll need to share responsibility for the performance of Laridae and how we use our assets by:
 - reviewing, understanding and agreeing Laridae's annual budget and any major policies
 - making sure we have good ways to control our money and other assets;
 - keeping an eye out for any major risks that might emerge, and making sure the right systems are in place to deal with them quickly and effectively or minimise them as much as possible;
 - keeping an eye on how our activities are going, including through regular updates from the management team and
 - making sure that there are clear ways that anyone can tell Laridae about anything that goes against our ethos and our values.
3. We need you and our other directors to work together to make sure Laridae complies with all of our legal and regulatory requirements by:
 - keeping up-to-date and compliant with the 'articles of association' – a document that outlines how Laridae should be run;
 - deciding the levels of delegated authority and making sure they're followed; and
 - complying with what the Office of the Regulator of Community Interest Companies and Companies House needs us to do, as well as any relevant legislation.
4. With other directors/directors, do your best to make sure:
 - how Laridae is governed is clear including to other directors and members of the Laridae team;
 - the Board of Directors has the skills needed to make the best decisions and has access to the right expertise and advice from outside Laridae;
 - we're compliant with Laridae's Director Code of Conduct; and
 - there's a fair procedure for the recruitment or co-option of directors.

Please note: this is a voluntary position but reasonable out-of-pocket travelling expenses will be paid if you can show us a valid receipt.

Person Specification



We're looking for someone who:

- communicates really well
- has integrity and a willingness to speak up for what is right
- has experience of working in a committee and making decisions with others
- is committed to fairness and equality
- understands what Laridae is trying to achieve, how we want to do it and what our values are;
- has a good understanding of governance and the responsibilities of directors or a willingness and commitment to learn these
- is able to work with other directors and managers as part of a team
- is able to express their own views confidently and is willing and able to challenge other people constructively
- listens to and takes on board the views of other board members,
- displays good judgement
- knows when to seek advice and
- understands the principles of confidentiality

Some but not all board members should additionally have experience of:

- overseeing finances
- providing or using Health and Care services
- voluntary sector management
- the needs of diverse communities
- experience of people management,
- organisational development
- leadership skills
- digital developments



How to Apply



If you've read the role description and person specification and are interested in getting involved then we'd love to hear from you!

All you need to do is:

- Send us a copy of your CV
- Send us a covering letter which tells us about your interest in becoming a Laridae director and what you think you have to offer.
- Provide the names, positions, organisations and telephone contact numbers of two individuals who could be approached as referees. (We will only approach referees once we've got your permission).
- Give us your full contact details: your name, address, email address and phone number.

Send your application in to Sarah our chief officer:

Email them to: office@laridae.org.uk

Or post them to:
Laridae CIC
4th Floor
151 Dale Street
Liverpool
L2 2AH



laridae

What happens next?

Once you've made your application:

- We'll let you know we've got it and give you any information you might need at that stage.
- We consider the applications and make a shortlist. If you've been successfully shortlisted, we'll ask you to meet with us for an interview. At the interview, you'll meet a small group of current Laridae directors, staff and volunteers.
- It would be at this time we'd also carry out the checks we're required to do around you being what you might call a 'fit and suitable' person as a director; such as taking up references and self-declarations.

Got any questions?

If you've got a question about becoming a Laridae director or you'd like to have an informal chat about what this role would involve, you can call Sarah Thwaites, our chief officer, on 0300 77 77 007, or email office@laridae.org.uk to arrange a time for a chat.

Thanks for reading!

Liverpool Advocacy Rights Information Development and Equality CIC is a Community Interest Company limited by guarantee and registered in England & Wales (company no 8254903)

www.laridae.org.uk